

# Section 8: Class Roster

## Overview

The Class Roster page allows you to manage class rosters in various ways. The Class Roster page (see below) has three sections:

- **Manage** – Use to open, view, and edit existing classes.
- **Create** – Use to create new classes.
- **Student Profile** – Use to view student profiles.

The screenshot shows the Riverdeep LMS 4 interface with the 'Class Roster' tab selected. The 'Manage' tab is active. A dropdown menu shows 'Choose Class' with 'Afternoon Kindergarten' selected. Below this, there are fields for 'Class Name' (Afternoon Kindergarten), 'Grade' (K), and 'Total Students' (3). A table lists three students: George Gordon (PRE K), Kevin Morris (K), and Dorothy Smith (K). At the bottom, there are navigation buttons for 'GO' (page 1 of 1), 'prev.', and 'next>>'.

Grade	First Name	Last Name	Username	Password
PRE K	George	Gordon	Simple student	
K	Kevin	Morris	Simple student	
K	Dorothy	Smith	dsmith	dsmith

## Edit a class name and grade

1. Click the Class Roster button on the Home page navigation bar.
2. Select the Manage tab.
3. Select the required class from the Select Class drop-down list.
4. Edit the class name in the Class Name text box.
5. Select the required grade from the Grade drop-down list.
6. Click the Save button

## Print a class roster

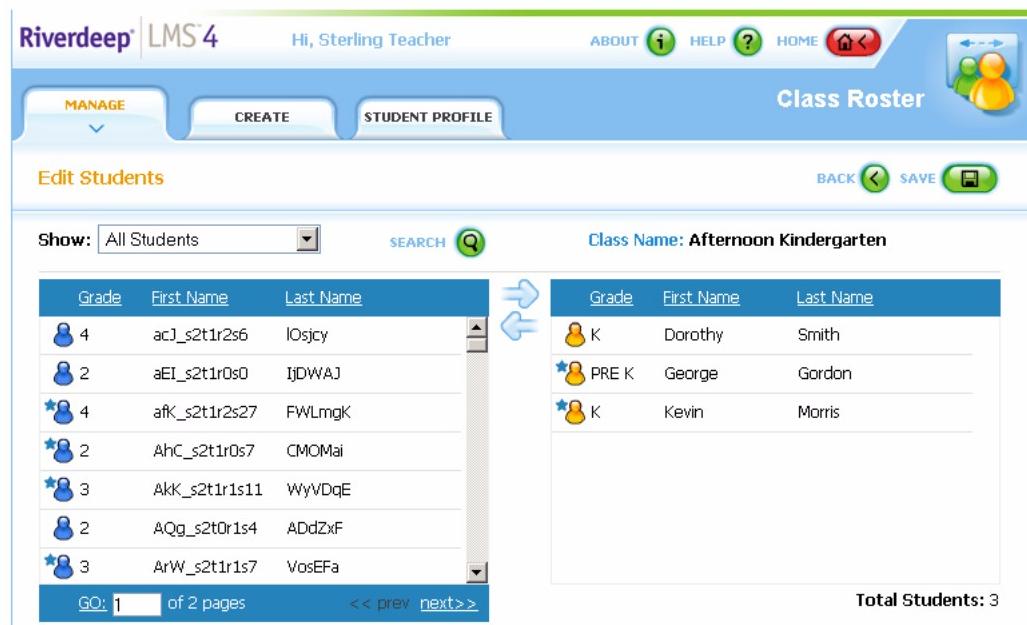
1. Click the Class Roster button on the Home page navigation bar.
2. Select the Manage tab.
3. Select the required class from the Select Class drop-down list.
4. Click the Print Class Roster button .

## Delete a class

1. Click the Class Roster button on the Home page navigation bar.
2. Select the Manage tab.
3. Select the required class from the Select Class drop-down list.
4. Click the Delete Class button .
5. Click **Yes** to confirm deletion or **No** to cancel.

## Add/remove a student to/from your class

1. Click the Class Roster button on the Home page navigation bar.
2. Select the Manage tab.
3. Select the required class from the Select Class drop-down list.
4. Click the Edit Students button .



The screenshot shows the Riverdeep LMS 4 software interface. At the top, there's a navigation bar with links for ABOUT, HELP, HOME, and a user profile. Below that is a main menu with tabs for MANAGE, CREATE, and STUDENT PROFILE, with MANAGE currently selected. The main content area is titled "Edit Students". It features two tables of student data. The left table has columns for Grade, First Name, and Last Name, and contains 10 student entries. The right table also has columns for Grade, First Name, and Last Name, and contains 4 student entries. Between the two tables are two blue double-headed arrows, suggesting a transfer or synchronization function. At the bottom of each table, there are "SEARCH" and magnifying glass icons. The overall theme is light blue and white.

Grade	First Name	Last Name
4	acJ_s2t1r2s6	lOsjcy
2	aEI_s2t1r0s0	IjDWAJ
4	afK_s2t1r2s27	FWLmgK
2	AhC_s2t1r0s7	CMOMai
3	AkK_s2t1r1s11	WvVDqE
2	AQg_s2t0r1s4	ADdZxF
3	ArW_s2t1r1s7	VosEFa

Grade	First Name	Last Name
K	Dorothy	Smith
PRE K	George	Gordon
K	Kevin	Morris

Class Name: Afternoon Kindergarten

GO: 1 of 2 pages << prev next>> Total Students: 3

## Section 8: Class Roster

5. On the Edit Students page on the right there is a list of students in the selected class and a list of all other students on the left.
6. In the list on the left select the students you want to add to the class. They are highlighted with gray as you click them. Then click the right-pointing arrow .
7. In the list on the right select the students you want to remove from the class. They are highlighted with gray as you click them. Then click the left-pointing arrow .
8. Click the Save button . Click **OK**.

## Create a new class

A class can be a full class roster of students, or it can be a few students grouped by ability or interest.

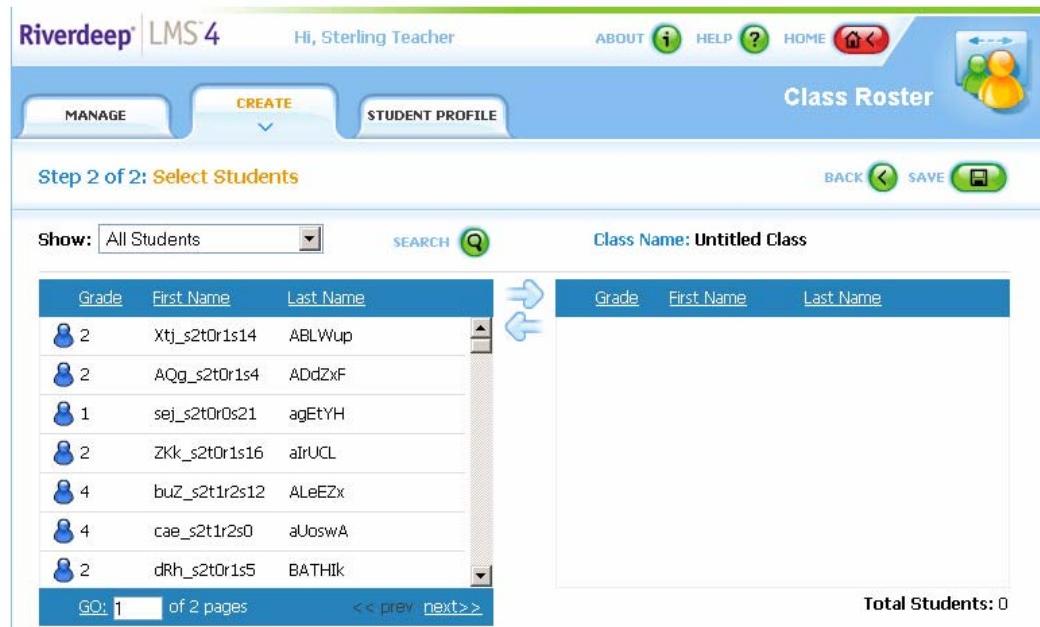
1. Click the Class Roster button on the Home page navigation bar.
2. Select the Create tab.



The screenshot shows the Riverdeep LMS 4 interface. At the top, there's a navigation bar with links for ABOUT, HELP, HOME, and a user profile icon. Below the navigation bar, there are three main tabs: MANAGE, CREATE (which is currently selected), and STUDENT PROFILE. To the right of these tabs is a 'Class Roster' button with a user icon. The main content area is titled 'Step 1 of 2: Enter Class Details'. It contains two input fields: 'Class Name' with the value 'Untitled Class' and 'Grade' with the value 'PRE K'. At the bottom right of this section are 'RESET' and 'NEXT' buttons.

3. Specify the class name in the Class Name text box and select the grade from the Grade drop-down list.
4. Click the Next button .

5. In the list on the left select the students you want to add to the class. They are highlighted with gray as you click them. Then click the right-pointing arrow  to add them to the class. To remove students from the class select them in the list on the right and click the left-pointing arrow .



The screenshot shows the Riverdeep LMS 4 interface for managing classes. The top navigation bar includes links for ABOUT, HELP, and HOME. The main title is "Class Roster". Below the title, it says "Step 2 of 2: Select Students". There are two lists of students:

- Left List (Available Students):**

Grade	First Name	Last Name
2	Xtj_s2t0r1s14	ABLWup
2	AQg_s2t0r1s4	ADdZxF
1	sej_s2t0r0s21	agEtYH
2	ZKk_s2t0r1s16	alrUCL
4	buZ_s2t1r2s12	ALeEZx
4	cae_s2t1r2s0	aUoswA
2	dRh_s2t0r1s5	BATHik
- Right List (Selected Students):**

Grade	First Name	Last Name

Between the two lists are two blue arrows: a right-pointing arrow above the left list and a left-pointing arrow above the right list. At the bottom, there is a search bar, a "Class Name: Untitled Class" field, and a "Total Students: 0" counter.

6. Click the Save button .
7. Then click **Yes** to create another class or **No** to go to the Manage section.



## **View and edit a student's profile**

1. Click the Class Roster button on the Home page navigation bar.
2. Select the Student Profile tab.

The screenshot shows the Riverdeep LMS 4 interface. At the top, there is a navigation bar with links for ABOUT, HELP, HOME, and a sign-out button. Below the navigation bar, there are three tabs: MANAGE, CREATE, and STUDENT PROFILE, with STUDENT PROFILE being the active tab. A sub-menu for 'Choose Student' is open, showing options like SEARCH, PRINT DETAILS, and SAVE. On the right side of the screen, there is a 'Class Roster' section with a colorful icon of three people. The main form area is titled 'Choose Student' and contains fields for 'Show:' (set to 'My Students') and 'Select Student:' (set to 'Dorothy Smith'). Below these fields, there are several input fields with validation messages:

- \* Username: dsmith
- First Name: Dorothy
- Middle Name:
- Last Name: Smith
- \* School Name: Blue School in DC
- \* Grade: K
- \* User Type: Student - Standard Menu
- \* Password: [REDACTED] (Enter new password)
- \* Confirm Password: [REDACTED] (Re-enter new password to confirm)
- Student ID: 12345

A note at the bottom left indicates that the asterisk (\*) marks required fields.

3. Select the student whose profile you want to view from the Select Student drop-down list.
4. Select the required grade in the Grade drop-down list.
5. Select the student type in the User Type drop-down list.
6. Depending on the user type the student may or may not have Password text boxes. If the student is a Standard Menu student you can specify his/her password in the Password text box.
7. Click the Save button to apply the changes.
8. Click **OK**.

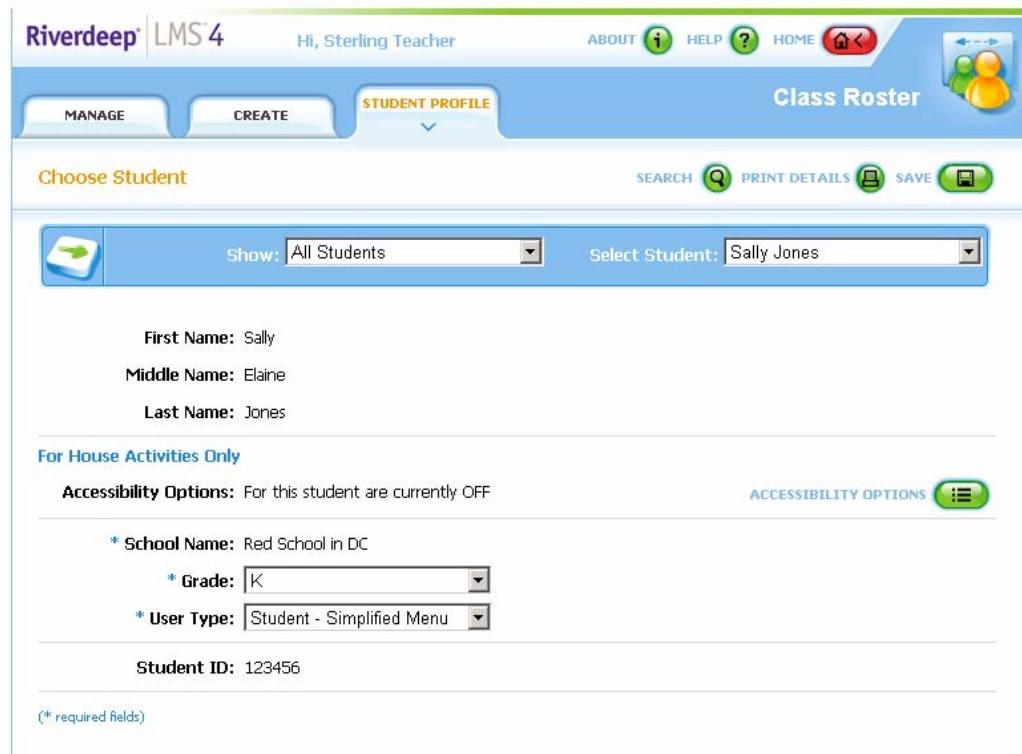
## Print a student profile

1. Click the Class Roster button on the Home page navigation bar.
2. Select the Student Profile tab.
3. Select the required student from the Select Student drop-down list.
4. Click the Print Details button .

## Change student accessibility settings for Edmark House Series content

**Note:** This feature applies only to users with the Edmark House Series installed.

1. Click the Class Roster button on the Home page navigation bar.
2. Select the Student Profile Tab.



The screenshot shows the Riverdeep LMS 4 software interface. At the top, there's a navigation bar with links for ABOUT, HELP, and HOME. On the right side of the top bar, there's a 'Class Roster' button with three student icons. Below the top bar, there are three main tabs: MANAGE, CREATE, and STUDENT PROFILE, with STUDENT PROFILE being the active tab. Underneath these tabs, there's a section titled 'Choose Student' with a 'SEARCH' button and a 'PRINT DETAILS' button. A dropdown menu labeled 'Show:' is set to 'All Students', and another dropdown labeled 'Select Student:' contains the name 'Sally Jones'. Below this, there are fields for 'First Name' (Sally), 'Middle Name' (Elaine), and 'Last Name' (Jones). A section titled 'For House Activities Only' contains an 'ACCESSIBILITY OPTIONS' button. Under this button, there are fields for 'School Name' (Red School in DC), 'Grade' (K), and 'User Type' (Student - Simplified Menu). At the bottom of the form, there's a 'Student ID' field containing '123456' and a note '(\* required fields)'.

**Note:** When any accessibility option is turned on the Accessibility Options will read: "One or more Accessibility Options for this student are currently ON."

3. Select the required Student from the Select Student drop-down list.

## Section 8: Class Roster

4. Click the Accessibility Options button  to open the Select Student Accessibility Options page.



5. Make the necessary changes for the user. To change the Scan Rate or the Scan Progression, the Single Switch Input must be turned on.
6. Clicking **OK** does not save the changes permanently. To save the changes click **SAVE** on the Student Profile page after exiting this page.
7. **CANCEL** returns the user's options to the last one saved and returns back to the Student Profile page.